

describing why your candidate should be selected. Your statement should be no more than two typed pages and should cover the candidate's achievement, its impact, and its relationship to the criteria expressed above.

_____ should be considered for the
Candidate's name

INDIVIDUAL AWARD

YOUNG TRAINER OF THE YEAR AWARD

Birth date, please _____

ORGANIZATION AWARD

Government

Private Industry

Organization's address _____

Type of business _____

Submitted by _____

Signature

Typed name and title

Organization _____

Telephone number _____

Address _____

The awards will be presented at a luncheon in April of this year. All nominations must be received by March 14, 1970. Forward this form and accompanying material to:

Miss Clementine Pinner
U. S. Maritime Commission
441 "G" Street, N.W.
Washington, D. C. 20235

THE

FOURTH ANNUAL

JOINT AWARDS

PROGRAM

For excellence in Training, Employee
Development, and Career Management



Sponsored by the

TRAINING OFFICERS CONFERENCE

and the

WASHINGTON CHAPTER
AMERICAN SOCIETY FOR TRAINING
AND DEVELOPMENT

★ TO RECOGNIZE OUTSTANDING ACCOMPLISHMENT

★ Training is becoming increasingly critical to the achievement of efficient and
★ economical management. Nearly every Federal agency and major business organi-
★ zation in the Washington area has new or recently improved training programs
★ which have contributed significantly to better utilization of human resources
in achieving objectives of the organization. This awards program provides a
means of recognizing outstanding accomplishments and thereby stimulating
further advances in training and development.

★ FOUR AWARDS

★ will be made as follows:

- ★ — An INDIVIDUAL AWARD to a trainer
- ★ — Two ORGANIZATION AWARDS -- one to government and one to private industry
- ★ — A YOUNG TRAINER OF THE YEAR AWARD -- to a person not over thirty years of age

★ FOR EXCELLENCE

★ in light of the following criteria:

- ★ — ORIGINALITY -- innovation, new thinking, new applications of traditional
★ methods
- ★ — DIFFICULTY -- perseverance and ingenuity in the face of obstacles, compli-
★ cations, special challenges, limitation of facilities and resources
- ★ — WILLINGNESS TO SHARE ideas, methods, techniques, facilities or materials
★ with others
- ★ — COST CONSCIOUSNESS -- achieving results with careful attention to
★ minimizing costs in terms of facilities, staffing, student time, and
★ related cost factors
- ★ — EFFECTIVENESS -- the degree to which the training or development activity
★ contributed to achieving the goals and objectives of the organization.

★ THE SELECTION

★ The selection of awardees will be made by a special committee composed of
★ representatives from the American Society for Training and Development (ASTD)
★ and the Training Officers Conference (TOC).

★ THE AWARDS

★ Each recipient will receive an award and a citation.

SENDER WILL CHECK CLASSIFICATION ON TOP AND BOTTOM															
OFFICIAL ROUTING SLIP															
TO	NAME AND ADDRESS	DATE	INITIALS												
1	DD/Pers/SP	12 MAR 1970	<i>[Signature]</i>												
2	EO/OP	12	<i>[Signature]</i>												
3	DD/Pers														
4	DD/Pers / SP	13 MAR 1970	<i>[Signature]</i>												
5	CIB SS	16 MAR 1970	<i>[Signature]</i>												
6	[REDACTED]														
<table border="1"> <tr> <td>ACTION</td> <td>DIRECT REPLY</td> <td>PREPARE REPLY</td> </tr> <tr> <td>APPROVAL</td> <td>DISPATCH</td> <td>RECOMMENDATION</td> </tr> <tr> <td>COMMENT</td> <td>FILE</td> <td>RETURN</td> </tr> <tr> <td>CONCURRENCE</td> <td>INFORMATION</td> <td>SIGNATURE</td> </tr> </table>				ACTION	DIRECT REPLY	PREPARE REPLY	APPROVAL	DISPATCH	RECOMMENDATION	COMMENT	FILE	RETURN	CONCURRENCE	INFORMATION	SIGNATURE
ACTION	DIRECT REPLY	PREPARE REPLY													
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Remarks: <p>We received a similar announcement in 1968. OTR had no candidates at that time and it was determined that no reply was necessary. They have reviewed the attached announcement and again have no candidates to recommend.</p> <p>Suggest no response be prepared.</p> <p><i>E40 agrees</i> [REDACTED]</p>															
FOLD HERE TO RETURN TO SENDER															
FROM: NAME, ADDRESS AND PHONE NO.			DATE												
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Remarks:					
<p>Lee:</p> <p>Returned herewith is the announcement of the ASTD joint awards program. As discussed by phone yesterday, OTR has no candidates for this year's awards.</p> <div style="background-color: black; width: 150px; height: 80px; margin: 10px auto;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Chief, Personnel Branch/OTR 2483					3/11/70

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ACTION		DIRECT REPLY	PREPARE REPLY
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COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Bob:			
The attached is per our telephone conversation today.			
The last request we received was in 1968 and, after a review by Training, we did not submit a nominee.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Chief, Benefits & Services Division/OP			5 MAR 1970
5 E 61, Hq. x-4078			

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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Remarks:			
<p>This looks like OTK might have the best input.</p> <p style="text-align: right;">Rsh</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
AExO/OP 5-D-56 IIQ x6825			12 FEB 1970